



MARINA COAST WATER DISTRICT

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DIRECTORS

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President

JAN SHRINER
Vice President

HERBERT CORTEZ
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Board of Directors
Budget and Personnel Committee Meeting
Marina Coast Water District
July 14, 2020 at 10:00 a.m.

Due to Governor Newsom's Executive Order N-29-20 and recommendations on protocols to contain the spread of COVID-19, staff and Committee members will be attending the June 9, 2020 meeting remotely from various locations and the meeting will be held via Zoom conference. There will be NO physical location of the meeting.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/83114007308?pwd=RysybUFRSFU4WXc1SWpxMTJhTmg4Zz09>

Password: mcwdbudget

To join via phone: 1-669-900-9128

Webinar ID: 831 1400 7308

Password: 9872219951

Committee Members

Jan Shriner

Herbert Cortez

Agenda

This meeting has been noticed according to the Brown Act rules. The Committee will receive information on, discuss and consider making recommendations to the MCWD Board on the items contained in this agenda.

1. Call to Order
2. Public Comments on any item Not on the Agenda *Anyone wishing to address the Committee on matters not appearing on the Agenda may do so at this time. Please limit your comment to four minutes. The public may comment on any other item(s) listed on the Agenda at the time the item(s) is considered by the Committee.*
3. Approve the Draft Minutes of the June 9, 2020 Meeting
4. Discuss Employee Covid-19 Survey Results
5. Discuss the Capacity Fee Study
6. Identify Agenda Items for the Next Committee Meeting
7. Committee Member Comments
8. Adjournment - *Next Meeting: August 11, 2020*

Draft Minutes
Budget and Personnel Committee Meeting

June 9, 2020

1. Call to Order:

The June 9, 2020 Budget and Personnel Committee meeting was called to order at 9:04 a.m. by Vice President Shriner. In attendance via Zoom teleconference were:

- Committee members: Vice President Shriner and Director Cortez
- Staff: Derek Cray, Kelly Cadiente, and Paula Riso
- Public members: none

2. Public Comments on Any Item Not on the Agenda:

There was no public comment.

3. Approve the Draft Minutes of the May 6, 2020 Meeting:

Director Cortez made a motion to approve the minutes of May 6, 2020. Vice President Shriner seconded the motion. The minutes were approved by a vote of 2-Ayes (Cortez, Shriner), 0-Noes, and 0-Absent.

4. Discuss Establishment of a Marina Coast Water District Customer Assistance Program:

Mr. Cray introduced this item noting it was open to discussion and clarified that District funds cannot be used to establish the program and District staff cannot administer it. He mentioned that it was still early in the Covid-19 pandemic and fiscal impacts to the District have yet to be determined. Mr. Cray added that in the next month, there will be more information to provide. Ms. Cadiente noted that there was a local agency that provides financial help to customers with their utility bills and District staff does refer customers to the agency.

Director Cortez inquired about shut offs and Ms. Cadiente stated that due to SB 998, the District is not shutting off accounts for non-payment. She added that, in the past, almost all customers have come up with the funds to pay their account when it became delinquent with the exception of a couple that might have gone bankrupt. Ms. Cadiente said that the District is not assessing late fees or penalties on delinquent accounts so there are some that are taking their time paying their accounts.

Director Cortez commented that he could see that a Community Foundation/Customer Assistance Program would require time from District employees to maintain and identify which customers meets criteria to receive monetary help. It was agreed to move this item to the Community Outreach Committee for discussion and look at implementing something in the Fall when unemployment payments stop.

5. Receive an Update on the Revised Draft FY 2020/2021 Budget:

Ms. Cadiente reviewed the changes to the draft budget following the last Board meeting.

6. Discuss Employee Covid-19 Survey/What the District is Doing:

Mr. Cray gave an update on the safety precautions the District put in place and noted the District was looking to reopen just the Beach office the following week. He explained the protocols developed for reopening the office. Mr. Cray noted that there hasn't been a survey done yet, but management is in contact with the employees and is responsive to their concerns.

Vice President Shriner asked what kind of notification is going to go out to customers and if there was help available for any employees who might be finding it hard to deal with the Shelter in Place order. Mr. Cray said there would be a notification via all Social Media e.g. email, Facebook, Twitter, Instagram and the District website and EAP (Employee Assistance Program) is available to all employees.

Director Cortez asked if the District was following the Appendix C of the Monterey County Order. Mr. Cray answered that the District has followed all the steps required to reopen and added that the employees also took a Covid-19 training. Director Cortez asked that the District do a quick survey to see how employees feel regarding the District's response to Covid. He said he would send some questions to staff for the survey.

Director Cortez made a motion to request the Board approve an employee survey and the proposed survey questions at the next Board meeting. Vice President Shriner seconded the motion. The motion was approved by a vote of 2-Ayes (Cortez, Shriner), 0-Noes, and 0-Absent.

7. Identify Budget and Personnel Agenda Items for the Next Committee Meeting:

Vice President Shriner noted she would like to have the survey results presented at the next Budget and Personnel meeting. Ms. Cadiente stated that the Capacity Fees can be discussed at the next meeting.

8. Committee Member Comments:

Director Cortez thanked staff for all their hard work dealing with Covid-19. Vice President Shriner also gave thanks and appreciation to staff for working through this difficult time.

9. Adjournment:

Meeting adjourned at 9:56 a.m.